Rhode Island Department of Education Data Collection Specifications – Student Contact

Last Updated on May 1, 2014

About

Student Contact includes data regarding how to contact a student. The data set includes mailing address, email address, and phone numbers for a student as well as primary and secondary contacts.

Requirements

Student Contact should be submitted at the beginning of the year and kept up-to-date throughout the school year.

Changes for 2014-15 School Year

There are no changes for the 2014-15 school year.

Submission Process

Student Contact data can be submitted through eRIDE (www.eride.ri.gov) using the Enrollment Census application or through the Automated Data Transfer (ADT) agent. *Student Contact* is a submission type within the Enrollment Census application.

Data Elements (Items in red are changes from the previous year's collection)

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
DISTCODE	REPORTING DISTRICT CODE	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
SCHCODE	SCHOOL CODE	TEXT	5	Y	State Assigned School Code
SASID	STATE ASSIGNED STUDENT ID	TEXT	10	Y	A 10-digit unique numeric ID assigned to each student in R.I. by the State.
LASID	LOCALLY ASSIGNED STUDENT ID	TEXT	16	Y	Unique student ID assigned by LEA or school
LASTNAME	STUDENT LAST NAME	TEXT	50	Y	Student Last Name
ADDRESS_M_L1	Student Mailing Address Line 1	TEXT	50	Y	The mailing address – line 1 of the student
ADDRESS_M_L2	Student Mailing Address Line 2	TEXT	50	O	The mailing address – line 2 of the student
ADDRESS_M_CITY	Student Mailing Address City/Town	TEXT	50	Y	The mailing address – city of the student
ADDRESS_M_STATE	Student Mailing Address State	TEXT	2	Y	The mailing address – state of the student
ADDRESS_M_ZIP	Student Mailing Address Zip	TEXT	5	Y	The mailing address – zip of the student

ADDRESS_M_ZIP4	Student Mailing Address Zip 4	TEXT	4	O	The mailing address – zip4 of the student
ADDRESS_D_L1	Student Dwelling Address Line 1	TEXT	50	Y	The dwelling address – line 1 of the student
ADDRESS_D_L2	Student Dwelling Address Line 2	TEXT	50	O	The dwelling address – line 2 of the student
ADDRESS_D_CITY	Student Dwelling Address City/Town	TEXT	50	Y	The dwelling address – city of the student
ADDRESS_D_STATE	Student Dwelling Address State	TEXT	2	Y	The dwelling address – state of the student
ADDRESS_D_ZIP	Student Dwelling Address Zip	TEXT	5	Y	The dwelling address – zip of the student
ADDRESS_D_ZIP4	Student Dwelling Address Zip 4	TEXT	4	O	The dwelling address – zip4 of the student
PHONE_HOME_ST	Student Home Phone	TEXT	15	O	The home phone number of the student
PHONE_EMG	Student Emergency Contact Phone	TEXT	15	O	The emergency phone number of the student
PC_FIRSTNAME	Primary contact's first name	TEXT	50	Y	The first name of the primary contact
PC_LASTNAME	Primary contact's last name	TEXT	50	Y	The last name of the primary contact
PC_STUDENT_RELATION	Primary contact's relationship to the student	TEXT	20	Y	The relationship to the student of the primary contact
PC_EMAIL	Primary contact's email address	TEXT	60	O	The email address of the primary contact
PC_PHONE_HOME	Primary contact's home phone number	TEXT	15	O	The home phone number of the primary contact
PC_PHONE_CELL	Primary contact's cell phone number	TEXT	15	O	The cell phone number of the primary contact
PC_PHONE_WORK	Primary contact's work phone number	TEXT	15	O	The work phone number of the primary contact
PC_PRIMARY_LANGUAGE	Primary contact's primary language	TEXT	4	O	The primary language of the primary contact
PC_ADDRESS_M_L1	Primary contact's mailing address line1	TEXT	50	Y	The mailing address – line 1 of the primary contact
PC_ADDRESS_M_L2	Primary contact's mailing address line2	TEXT	50	O	The mailing address – line 2 of the primary contact
PC_ADDRESS_M_CITY	Primary contact's mailing address city	TEXT	50	Y	The mailing address – city of the primary contact
PC_ADDRESS_M_STATE	Primary contact's mailing address state	TEXT	2	Y	The mailing address – state of the primary contact
PC_ADDRESS_M_ZIP	Primary contact's mailing address zip	TEXT	5	Y	The mailing address – zip of the primary contact
PC_ADDRESS_M_ZIP4	Primary contact's mailing address zip4	TEXT	4	O	The mailing address – zip4 of the primary contact
SC_FIRSTNAME	Secondary contact's first name	TEXT	50	O	The first name of the secondary contact
SC_LASTNAME	Secondary contact's last name	TEXT	50	O	The last name of the secondary contact

SC_STUDENT_RELATION	Secondary contact's relationship to the student	TEXT	20	O	The relationship to the student of the secondary contact
SC_EMAIL	Secondary contact's email address	TEXT	60	O	The email address of the secondary contact
SC_PHONE_HOME	Secondary contact's home phone number	TEXT	15	O	The home phone number of the secondary contact
SC_PHONE_CELL	Secondary contact's cell phone number	TEXT	15	O	The cell phone number of the secondary contact
SC_PHONE_WORK	Secondary contact's work phone number	TEXT	15	O	The work phone number of the secondary contact
SC_PRIMARY_LANGUAGE	Secondary contact's primary language	TEXT	4	O	The primary language of the secondary contact
SC_ADDRESS_M_L1	Secondary contact's mailing address line1	TEXT	50	O	The mailing address – line 1 of the secondary contact
SC_ADDRESS_M_L2	Secondary contact's mailing address line2	TEXT	50	O	The mailing address – line 2 of the secondary contact
SC_ADDRESS_M_CITY	Secondary contact's mailing address city	TEXT	50	O	The mailing address – city of the secondary contact
SC_ADDRESS_M_STATE	Secondary contact's mailing address state	TEXT	2	O	The mailing address – state of the secondary contact
SC_ADDRESS_M_ZIP	Secondary contact's mailing address zip	TEXT	5	O	The mailing address – zip of the secondary contact
SC_ADDRESS_M_ZIP4	Secondary contact's mailing address zip4	TEXT	4	O	The mailing address – zip4 of the secondary contact

Acceptable Values for PC_STUDENT_RELATION and SC_STUDENT_RELATION

[The listing of acceptable values is available at: https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=RELATIONSHIP]

Sample listing of Acceptable Values for PC_PRIMARY_LANGUAGE and SC_PRIMARY_LANGUAGE

[The complete set of acceptable values is available at: https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=LEP_LANGUAGE]

Item Value	Value Name	Definition/Description
1290	English	English
3670	Portuguese	Portuguese
4260	Spanish	Spanish

Validations

DISTCODE – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

SASID – This field must be a valid SASID in the RIDE student master directory.

ADDRESS_D_ZIP – This field must be a 5 digit numeric value.

PC_ADDRESS_M_ZIP – This field must be a 5 digit numeric value.

SC_ADDRESS_M_ZIP – This field must be a 5 digit numeric value.

ADDRESS_D_CITY /ADDRESS_D_ZIP –The zip code provided must be associated with the city/town reported.

PC_ADDRESS_M_CITY / PC_ADDRESS_M_ZIP – The zip code provided must be associated with the city/town reported.

SC_ADDRESS_M_CITY / SC_ADDRESS_M_ZIP – The zip code provided must be associated with the city/town reported.